INSTRUCTIONS

NOTE: Please report **ONLY** those changes that occurred **DURING THE REPORTING YEAR.**

The purpose of this report is to reflect mileage changes by surface types on all county and highway district rural road systems in Idaho. **The data reported should not include streets or roads within the limits of incorporated cities.**

INSTRUCTIONS FOR MARKING MAPS

Mark on the maps only those roads involved in the following kinds of activity during the reporting year:

- New roads.
- Transfers into and out of your jurisdiction.
- Surface changes renewed or updated from one kind of road surface to the same kind of road surface.
- Surface changes from one kind of road surface to another kind of road surface.
- Roads obliterated from your jurisdiction where the road no longer exists.

The following color code has been adopted Statewide to represent the road surface types. Please use this color code when marking your reporting maps.

COLOR CODE

Road Surface and Jurisdiction undetermined,
Undefined, or unknown……..……..(Gray)

(B) Unimproved ……...(Brown)
(C) Earth – Graded and drained……..…….(Blue)
(E) Gravel – Graded and drained……..……(Red)
(F) Asphalt treated gravel less than 1”…...….(Magenta)
(G-1) Road or Cold Plant mix Asphalt……(Green)
(G-2) Hot mix Asphalt pavement ……...(Aqua)
(J) Other (e.g., concrete, cobble stone or brick surface) ……...(Olive Green)
Delete road from Jurisdiction (Road still exists) (Purple)
Delete road from Map and Jurisdiction, Road is obliterated (Road no longer exists)……(yellow)

DEFINITIONS OF ROAD SURFACE TYPES

(B) **Unimproved Road**. A road of earth or gravel surface, possibly containing minor improvements, but not being of such quality as to meet the minimum requirements of a graded and drained earth road.

(C) **Earth – Graded and Drained**. A road of natural earth aligned and graded to permit reasonably convenient use by motor vehicles and drained by longitudinal and transverse drainage systems (natural or artificial) sufficiently to prevent serious impairment of the road by normal surface water.

(E) **Gravel – Graded and Drained.** A Graded and Drained road aligned and graded to permit reasonably convenient use by motor vehicles and drained by longitudinal and transverse drainage systems (natural or artificial) sufficiently to prevent serious impairment of the road by normal surface water. The surface of which consists of gravel, basalt, broken stone, slag, chert, caliche, ore, shale, disintegrated rock or granite, or similar fragmented material (coarser than sand), with or without a stabilizing admixture.

(F) **Asphalt treated gravel less than 1”.** A Graded and Drained gravel road to which has been added a bituminous, oil, or a dust surpressant to the surface course, the total compacted thickness of which is **less than one inch**.

(G-1) **Road or Cold Plant mix Asphalt.** A cold asphalt pavement prepared by blade mixing the aggregate and asphalt or mixing in a pug mill and laying on a prepared base material to a depth greater than 1”, compacted thickness.

(G-2) **Hot mix Asphalt pavement.** A hot asphalt mix prepared in batch plant and laid on a prepared base material to a depth of greater than 1”, compacted thickness.

(J) **Other.** Example: Portland Cement Concrete, cobble stone, or brick pavement.

EXPLANATION OF COLUMNAR HEADINGS

COLUMN 1. Mileage of each type at the beginning of the one-year period for which this report is compiled, or as of the completion date of the Idaho Transportation Departments Local Road Inventory, whichever is later.

COLUMN 2. Revisions of mileage due to previous reporting errors should be entered in this column. Revisions having the effect of increasing mileage of a given type must be preceded by a plus (+) sign. Revisions effecting a decrease must be preceded by a minus (-) sign.

COLUMN 3. Enter mileage from your jurisdiction of each road surface type obliterated (these roads no longer physically exist).

COLUMN 4. Enter mileage of each road surface type transferred out of the jurisdiction of the reporting county or highway district. This road still exists.

COLUMN 5. Delete (-) mileage of each road surface type that has been replaced due to changes to the existing road during the reporting year.
EXAMPLES:

1. Changed the condition of 1.365miles of **(B) Unimproved earth** by grading the road and putting in adequate drainage to meet the standards of **(C) Earth – graded & drained road**.
2. Changed the condition of 0.633miles of **(B) Unimproved gravel** by grading the road and putting in adequate drainage to meet the standards of an**(E) Gravel – graded & drained road**.
3. Changed the surface of 4.743miles of **(C) Earth – graded & drained** road by adding gravel to the road surface, upgrading the road to **(E) Gravel – graded & drained road.**
4. Changed the condition of 1.599miles of **(C) Earth – graded & drained** road do to lack of maintenance (surface overgrown with weeds and side ditches filled up with silt), down-grading this section of road to **(B) Unimproved road**.
5. Changed the surface of 6.890miles of **(E) Gravel – graded & drained** road by spraying the gravel on the road surface, upgrading the road to **(F) Asphalt treated gravel less than 1”**.
6. Rebuilt or reconstructed **1.777miles** of **(E) Gravel – graded & drained** road (adding more base material, widening out the road and adding new gravel to the road surface) to **(E) Gravel – graded & drained**.
   Note: In case roads of a given type are rebuilt to the same road surface type, the number of miles involved should be entered in both Columns 5 and 7.

COLUMN 6. Enter mileage of each road surface type transferred into your jurisdiction, during the reporting year, from other jurisdictions. Such mileage includes transfers by individuals, subdivision owners, State agencies, counties, highway districts, cities, or Federal agencies. **Note: This mileage should not include streets or roads within the limits of incorporated cities.**

COLUMN 7. Add (+) mileage of each road surface type that has been changed from column 5 to what the new road surface is now. **Examples: 1 to 6.** For this category what is important, is whether or not the surface of the road has changed from one surface type to another since the last report. For instance, deterioration of the road surface, or reconstruction/replacement/rehabilitation activities that result in substantial change to the road surface would indicate mileage to be included in this category.

COLUMN 8. Mileage added by the building of a new road that previously did not exit. For this column, this would include newly built roads and major widening if it results in creating a road with **four marked through-lanes**. A single mile of one two-lane road is counted as one mile, a mile of a four-lane road is counted as two miles. **Through-lane –** Any normal traffic lane not including turn lanes.

COLUMN 9. Mileage change, enter the result obtained from each **Road Surface Type**, by the additions (+) and subtractions (-) in Columns 2,3,4,5,6,7,&8. Remember to put a plus (+) or a minus (-) sign in front of the numbers in Column 9.
COLUMN 10. Enter the result obtained by the additions (+) and subtractions (-), in Columns 1 and 9.

ROAD SURFACE TYPE	COLUMNS		
	5 -	6 +	7 +
EARTH	4.743 1.599		1.365
GRAVEL	6.890 **1.777**		0.633 4.743 **1.777**
(F)			6.890
(G-1)			
(G-2)			
UNIMPROVED	1.365 0.633		1.599

The example above is to show and clarify examples 1 to 6. This shows how you would fill out the LOCAL ROAD MILEAGE REPORT in columns 5 and 7. Please note: the mileage numbers would normally be added together in each box. They were entered in separately for the ease of showing each example.